



## Reversals / Adjustments

If you wish to withdraw a portion or the entire amount of an ACH batch that has already been processed and sent to the Federal Reserve, a reversal/adjustment request will need to be submitted within five (5) banking days of the pay date or effective entry date (E.E.D.). **The earliest date for a reversal/adjustment submitted today would be 01/30/2025.**

If the payroll batch is still in our warehouse, your request will be processed as an edit.

When a Reversal / Adjustment is "successful" and reimbursed to the employer, a late return of up to 60 days may occur and funds would be collected back from the employer.

Reversing entries are allowed on an employee's payroll. Reversals / Adjustments cannot be done on billing fees, tax impounds, debit transactions, etc. Nacha rules require notification of the Reversal / Adjustment and the reason no later than the settlement date of the entry.

The requested transaction will be debited from the receiver's account on the E.E.D. OR next available banking day if the E.E.D. has lapsed. The funds will be held for 3 banking days following the debit. If no returns are received and the funds clear, a transaction will be created to credit the employer on the next available banking day.

The cutoff for a Reversal / Adjustment request is 4:30 pm CT on the 5<sup>th</sup> business day to satisfy the 5 day Reversal / Adjustment rule per Nacha. After reviewing your Reversal / Adjustment request, an email will be sent acknowledging the status of your request.

If you need to submit a Reversal/Edit request, complete and return the following form to [operations@pay-net.net](mailto:operations@pay-net.net): [Direct Deposit Reversal/Edit Request Form](#)

### Reversal / Adjustment Timeline

Day 1	Day 2	Days 3-5	Day 6
Kotapay receives Reversal / Adjustment request	Employee's Bank receives debit	Return notices may be received	If no returns, the employer will receive funds back

### Standard Fees

\$30 per Reversal

\$10 per Edit, \$30 Minimum